

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications for Chief Probation Officer

All applications must be received by:

POSITION SUMMARY:

The chief probation officer as department head exercises executive control and supervision over the probation office. He/she is responsible for implementing, monitoring and establishing written local policies which govern probation office procedures established by the Commissioner of Probation and such rules and directives of the Trial Court as they pertain to probation officer practices. The chief probation officer is responsible for formulating objectives and programs regarding services performed within the office in accordance with existing policies and procedures; delegating specific responsibilities to supervisory members of his/her staff; informing the Commissioner of Probation or his/her designee of the operational conditions and needs of the probation office; and, communicating to his/her probation staff the administrative directives by the Commissioner of Probation, First Justices, Departmental Chief Justices and the Chief Justice for Administration and Management. The chief probation officer works with the Clerk Magistrate [Register] and collaborates with the First Justice to ensure the efficient administration of the court.

MAJOR DUTIES:

Under the supervision of the Commissioner of Probation or his designee, the chief probation officer makes decisions regarding:

Objectives and philosophy of service to accomplish effective and efficient management and service delivery practices.

General operational and organizational policies consistent with the Office of the Commissioner of Probation and Trial Court policies.

Policies pertaining to personnel, practices and procedures within the probation department consistent with collective bargaining agreements.

Methods for effective use of staff and improved programs and practices through proper implementation of special skills, training, supervision, etc..

Modification and extension of services and programs, and the development of new approaches to meet the changing needs of the court consistent with the Office of the Commissioner of Probation and Trial Court policies.

Involvement in broad community programs and approaches to the prevention and control of crime and delinquency.

The chief probation officer represents the court as requested on probation-related matters.

Monitors the flow of work in the probation office and proper control thereof and provide statistical data as directed by the Office of the Commissioner of Probation.

Conducts regular staff meetings to disseminate information and discuss matters relevant to probation office operations.

The chief probation officer is responsible for identifying local training needs of probation personnel.

Inform the Commissioner of Probation or his designee of any allegations of criminal conduct by probation personnel and any intended disciplinary action against probation personnel.

The chief probation officer is responsible for maintaining accurate attendance, daily time logs, weekly time and attendance sheets, and reconciling with the HRCMS time log with the Office of the Commissioner of Probation.

At the direction of the Commissioner of Probation or his designee, the chief probation officer is responsible for authorizing encumbrances and authorizing the payment of invoices.

The chief probation officer is responsible for maintaining a current inventory of all office supplies, forms and equipment.

Is responsible for maintaining a probation office account for processing certain monies (including support, fines, costs, restitution, reparation) as ordered by the court.

Performs such other duties as may be assigned by the Commissioner of Probation or his designee in accordance with guidelines, policies and standards of the Massachusetts Probation Service.

POSITION REQUIREMENTS:

Line Experience:

A minimum of three (3) years full-time experience in human or allied services.

Management/Administrative Experience:

A minimum of one (1) year of full-time management/administrative experience.

NOTE:

Thirty (30) hours of management training approved by the Commissioner of Probation may be substituted for the above management/administrative experience.

Education:

A graduate degree in the behavioral sciences, education, administration, management, law or criminal justice.

NOTE:

A total of three (3) years full-time experience as a probation officer in the Massachusetts Probation Service may be substituted for the combination of line experience and education requirements as described above.

SALARY:

Completed Trial Court Applications for Employment should be forwarded to:

Personnel Director
Office of the Commissioner of Probation
One Ashburton Place, Rm 405
Boston, Massachusetts 02108

NO FAXED APPLICATIONS WILL BE ACCEPTED

Applications for Employment are available at all court locations and at the Administrative Office or may be downloaded from <http://www.mass.gov/courts/jobs> or from the Trial Court Intranet web site at <http://trialcourtweb.jud.state.ma.us/jobs>

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